

MINUTES OF THE STATE PERSONNEL BOARD

August 21, 2008

Charleston, West Virginia

The State Personnel Board met on August 21, 2008, at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Robert W. Ferguson, Jr., Chairman, and members, Jack Canfield, Mark Carbone, Sharon Lynch, and Eugene Stump. Others in attendance included: Otis G. Cox, Director of the Division of Personnel; Evelyn Davis, Assistant Director of the Organization and Human Resource Development Section; Tari McClintock Crouse, Assistant Director of Employee Communications and Information; Mike Campbell, Assistant Director of the Staffing Services Section; John Bowyer, Assistant Director of the Employee Relations Section; Lisa Dalporto, Assistant Director of the Classification & Compensation Section; Yvonne Wilhelm, Manager of the Internal Employee Placement Unit of Staffing Services; Debbie Anderson and Barbara Jarrell, Senior Personnel Specialists of the Classification and Compensation Section; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The members of the Board received the minutes from the July 17, 2008 meeting prior to this meeting. Chairman Ferguson asked for any additions or corrections. There being none, Mr. Stump moved to accept the minutes. Ms. Lynch seconded the motion. The Board approved the July 17, 2008 minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF TRANSPORTATION

Division of Highways

Upon motion of Mr. Canfield, seconded by Mr. Carbone, the State Personnel Board approved proposal #2470, as modified, establishing the classifications of Intelligent Transportation Fusion Center Operator and Intelligent Transportation Fusion Center Supervisor. The proposal was modified insofar as the approved pay grades were established at pay grades 8 (\$16,932 – 31,320) and 10 (\$19,392 – 35,892) respectively, rather than at the hourly rates of \$12.52 and \$16.89 as originally requested. The Board also approved a special hiring rate of 7% above the minimum for new hires in both job classes. These actions are effective October 1, 2008. Barbara Jarrell, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

MONONGALIA COUNTY HEALTH DEPARTMENT

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved proposal #2481, designating the Public Health Planning and Development Program Unit of the Monongalia County Health Department as the organizational unit for a reduction in force due to lack of funds. The reduction in force is effective no sooner than the close of business on

September 30, 2008. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

DEPARTMENT OF TRANSPORTATION
Division of Highways

Upon motion of Mr. Canfield, seconded by Ms. Lynch, the State Personnel Board approved proposal #2482, requesting a change of the effective date from August 1, 2008 to September 1, 2008 for the previously approved proposal regarding the salary adjustment for Transportation Workers. The approved proposal related to the elimination of the current salary adjustment of \$.96 per hour for the employees in the Transportation Worker 1, 2 3, and 4 classifications at the conclusion of their six month probationary period to be replaced by a special hiring rate of \$.96 per hour above the minimum hiring rates for Transportation Worker 1, 2, 3 and 4 classifications. The approved proposal also included a plan of implementation whereby any incumbent probationary employees in the series at the time the probationary salary adjustment is eliminated will be granted the \$.96 per hour increase. Otherwise, the standard plan of implementation will be used where the salaries of those incumbents below the new minimum shall be adjusted to the new minimum and the salaries of incumbents within the pay range will remain unchanged. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

OFFICES OF THE INSURANCE COMMISSIONER

Upon motion of Mr. Carbone, seconded by Mr. Stump, the State Personnel Board approved proposal #2483, establishing the classifications of Insurance Financial Specialist 1 at pay grade 14 (\$25,452 – 47,088), Insurance Financial Specialist 2 at pay grade 16 (\$29,160 – 53,952), Insurance Financial Specialist 3 at pay grade 18 (\$33,396 – 61,788), and Insurance Financial Specialist Supervisor at pay grade 20 (\$38,244 – 70,752). This action is effective October 1, 2008. The Board also approved the abolishment of the following classification titles as they are no longer relevant: WC Financial Specialist 1, WC Financial Specialist 2, WC Financial Specialist 3, and WC Financial Specialist Supervisor. Employees in these titles will be reclassified to the newly created Insurance Financial Specialist titles or other appropriate existing titles based on their duties. Both actions will employ a standard plan of implementation on reclassification of employees. The standard plan of implementation provides that salaries of incumbents below the minimum rate for new pay grades are adjusted to the new minimum and salaries within the range of new pay grades remain the same. Debbie Anderson, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

OTHER BUSINESS

DEPARTMENT OF TRANSPORTATION Division of Highways

Upon motion of Mr. Canfield, seconded by Mr. Stump, the State Personnel Board approved amending the post implementation adjustments for the Highway Engineer Associate job classification that were previously approved at the April 2008 meeting. The adjustments were changed as follows.

FROM: a 5% increase 12 months and 36 months after original appointment (i.e., new hire), promotion, or reallocation to Highway Engineer Associate (or the previous Highway Engineer 1).

TO: a 5% increase at 12 months and 36 months after promotion or reallocation to Highway Engineer Associate (or the previous Highway Engineer 1) **OR**, for any individual hired (i.e., original appointment) as a Highway Engineer Associate, a 5% increase 12 months and 36 months after registration as a professional engineer.

Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

Director Cox introduced three new assistant directors for the Division of Personnel. Lisa Dalporto is the new Assistant Director of Classification and Compensation, Mike Campbell is the new Assistant Director of Staffing Services and John Bowyer is the new Assistant Director of Employee Relations.

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for September 18, 2008, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.

**Robert Ferguson, Jr., Chairman
State Personnel Board**

**Shelly R. Lowery, Secretary
State Personnel Board**